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**COMPUTER PROGRAMS CO.**  
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**DOC-PAC** – A DOCUMENTATION STANDARDS PACKAGE CONTAINING THE BASIC STANDARDS, PROCEDURES, AND MASTER FORMS REQUIRED TO PROVIDE A CONTROLLED AND EFFICIENT DATA PROCESSING OPERATION.

This Special Offer Expires June 30, 1971

Do you feel there is a need for improved standards and procedures in your operation?

Would you like assistance in obtaining this improvement through a complete and proven Documentation Standards and Procedures Package?

Could you spare a moment to examine the enclosed description of the comprehensive DOC-PAC system that is available for your needs?

DOC-PAC procedures when implemented provide management and data processing personnel at all levels with far greater insight and understanding of the data processing activities as a total system.

DOC-PAC provides for efficiency and growth flexibility while encouraging creative innovation in the advancement of the data processing operation.

DOC-PAC standards are silent supervisors that will serve to keep your operation on-track towards high productivity and low operating costs.

Similar products are being sold today for over one thousand dollars. You are invited to review carefully the DOC-PAC description that follows and take advantage of this opportunity by mailing in the coupon below and the order form.

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TO: COMPUTER PROGRAMS CO., Box 448, Jaffrey, New Hampshire 03452.

- Please send me the DOC-PAC Documentation Standards Package as described in this brochure. Enclosed you will find our company's check for one hundred seventy five dollars to cover payment in full.
- The DOC-PAC Customized Master Forms should carry the following company identification.

If no data is supplied in the box, we shall assume name of company as shown on Order Form is preferred.

So that we may render the best service, please indicate that which describes your operation.

- On-Site Computer       On-Site EAM Equipment       Off-Site Service Bureau
- Shared Corporate Data Center Located Elsewhere       Other \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

## **A complete set of standards, procedures, and master forms are supplied with DOC-PAC.**

The Documentation Standards Package (DOC-PAC) has been created to provide a very useful tool in establishing a substantially more effective and efficient data processing center; and to provide management with far greater understanding of the total data processing operation. Consisting of basic documentation standards governing nearly every procedure required by virtually any data processing activity, a complete set of EDP procedural forms customized with your company name and other features, defined procedures, checklists, and schedules; all are provided ready for unassisted implementation in the form of a self-explanatory manual.

## **DOC-PAC standards and procedures provide an operating environment which complements the efficiency of today's hardware and software.**

In earlier generations of computers, operating efficiency was not paramount due to the relative slowness of the hardware. In the modern installations of today, the hardware and operating system capability is of such a high magnitude that the creation of a consistent and creative operating environment becomes of paramount importance. In answer to this critical need, DOC-PAC has been designed to help accomplish the smooth interaction of man and machine from the earliest stages of a data processing operations existence to the more advanced stages of Management Information and generalized File Base Systems.

## **DOC-PAC provides for a disciplined yet flexible operating environment.**

A standard is a way of doing the same thing in the same way everytime, enabling a given job to be done more rapidly and inexpensively. Standards must stand hard-and-fast against trivial modification and change for change sake, and yet must be readily flexible in adjusting to the shifting initiative, drive, and direction inherent in the rapidly changing computer environment. The DOC-PAC standards and procedures have been developed to successfully meet this difficult requirement.

Thus, as an installation matures and a more ambitious and extensive application of the computer's capability is undertaken, the operational methods established through DOC-PAC serve as the modus operandi for continuing orderly growth. Yet, DOC-PAC delivers to the Data Processing Department, and its staff, the opportunity of applying operational standards without stifling the creative innovators who are the heart of any Data Processing Staff.

## **The DOC-PAC matrix approach is the key to the integration of the standards and to providing a well-grounded understanding of the DP operation.**

Among the many important aids supplied with DOC-PAC is a documentation standards matrix which provides full understanding of the data processing operation by relating the functional tasks in the total environment to the specific procedures and actual forms required for their accomplishment. An example of this matrix appears on the next page illustrated with typical system development functional tasks arrayed on the left coordinate and their specific procedures across the top coordinate. DOC-PAC provides complete and easy-to-use instructions accompanied by blank matrix forms for preparing your own specialized matrices.

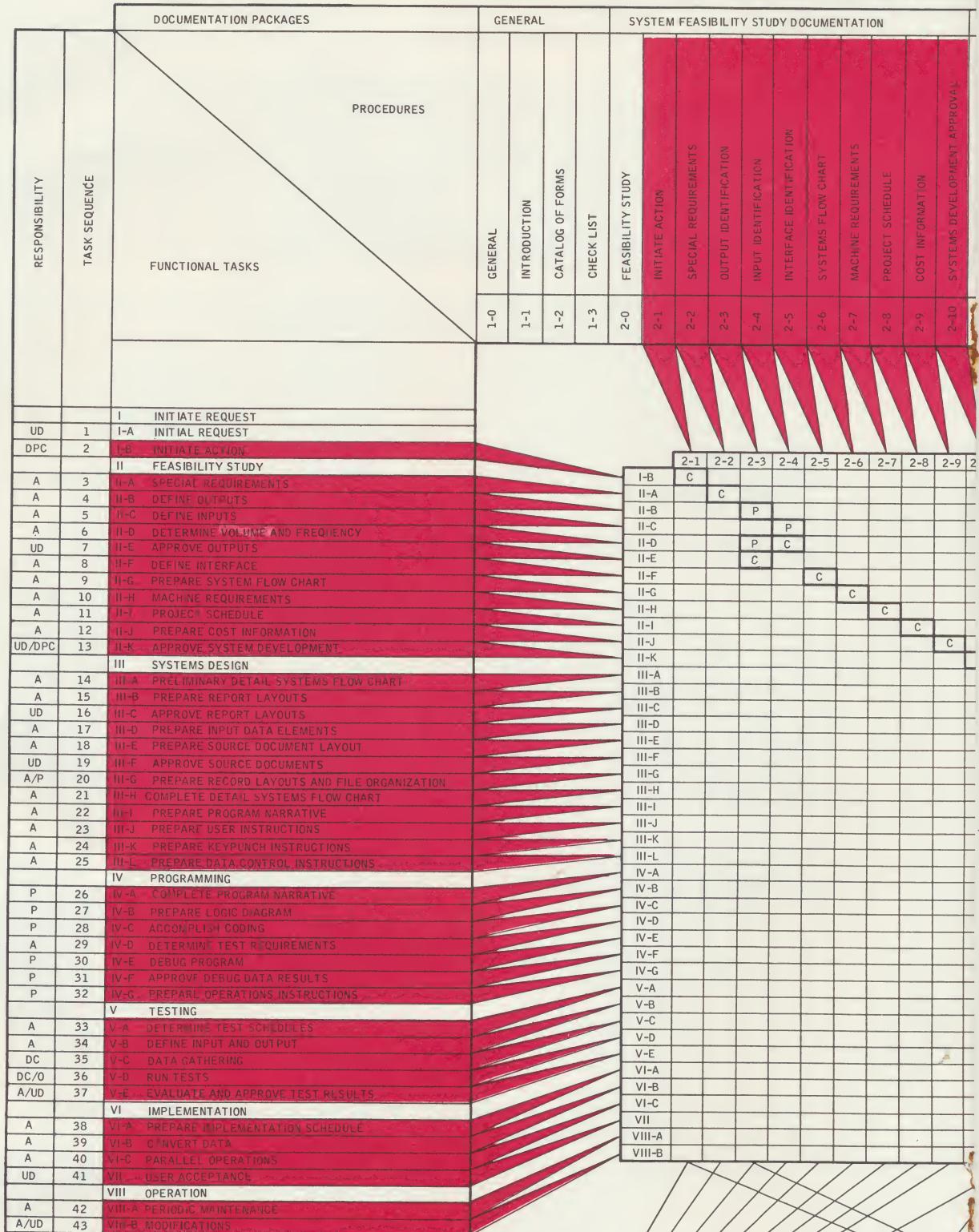
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The tools supplied with DOC-PAC, of which the matrix is but a single example, are very useful in providing a dramatic overall view of an installation from two points:

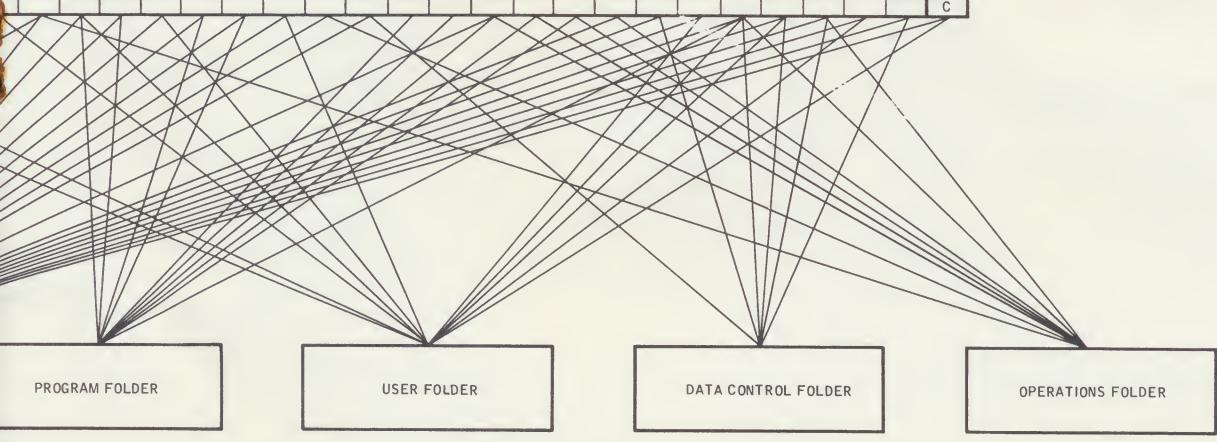
- 1) From the management level downward, providing, through its thorough documentation capability, a meaningful understanding of the data processing operations at all levels; and
- 2) From the working level upward, enabling all personnel within the installation to work toward clearly visible established objectives, with a better grasp of what is being accomplished.

The well grounded understanding of an operation provided through DOC-PAC will be vital to the efficient operation of a data processing operation.

# EDP DOCUMENTATION



# STANDARDS MATRIX



**Provided with DOC-PAC is a complete set of master forms which can be placed in use immediately or modified to suit unique situations.**

The several dozen data processing forms, used in conjunction with the procedures referred to in the sample matrix, are supplied with DOC-PAC in reproducible form carrying your company's name and identification requirements. These forms can be reproduced in appropriate quantities and used without modification, or they may be tailored to reflect specific requirements as installation needs dictate. In either case, the forms and the instructions for their use provide a simple and convenient mechanism for completely documenting and fixing the responsibility for all the important activities within the installation.

The blank matrix forms supplied with DOC-PAC facilitate the development of your own specialized standards and controls as might be peculiarly applicable to your industry. Full instructions regarding the development of a matrix and the adaptation of existing standards and installation requirements are included.

**The functional task orientation provided by DOC-PAC directs the efficient interfacing of the people, programs, and equipment resources within the data processing operation.**

Within the data processing operation a number of similar tasks are involved in most major activities, from setting up a new application to creating the entire operation; these major tasks are:

- 1) The feasibility study;
- 2) The system(s) design;
- 3) Programming the applications software;
- 4) Testing the programs;
- 5) Implementing the entire hardware/software complex; and
- 6) The continuing operation of the installation.

Each of these major tasks is accomplished by performing a number of related functional subtasks in a certain order, as illustrated in the accompanying DOC-PAC sample matrix. By organizing activities in the DOC-PAC fashion, the process of establishing and operating a data processing center is freed from much of the trial and error methodology often characteristic of past and current practices. With the comprehensive planning and operating aids provided by DOC-PAC, the entire process of interfacing people, programs, and equipment in a computer environment can be made more objective and purposeful.

**DOC-PAC greatly reduces the problems associated with a changing manpower complement.**

In the evolution within the installation, typically many painstaking hours are spent in developing new programs and procedures to meet new requirements. When personnel who are unfamiliar with the operation are interfaced with new or established activities, the natural tendency toward economy of effort results in shortcuts and unique methods, especially if there is no convenient mechanism at hand to document activities or no specific standards to abide by. A great deal of costly, time consuming individual research must then be done to establish effective communications with related activities in the installation. With the standardized methodology provided by DOC-PAC this problem is, for the most part, eliminated.

The instructions accompanying each of the forms and procedures in the DOC-PAC Manual lend themselves well to individual self-training. Supervisors and other key people are thus able to devote more time to vital planning and administrative duties. With a simple instruction to read the Manual, much of the necessary training of new personnel can be accomplished with a minimum investment of time.

## **A complete set of standards, procedures, and master forms are supplied with DOC-PAC.**

The Documentation Standards Package (DOC-PAC) has been created to provide a very useful tool in establishing a substantially more effective and efficient data processing center; and to provide management with far greater understanding of the total data processing operation. Consisting of basic documentation standards governing nearly every procedure required by virtually any data processing activity, a complete set of EDP procedural forms customized with your company name and other features, defined procedures, checklists, and schedules; all are provided ready for unassisted implementation in the form of a self-explanatory manual.

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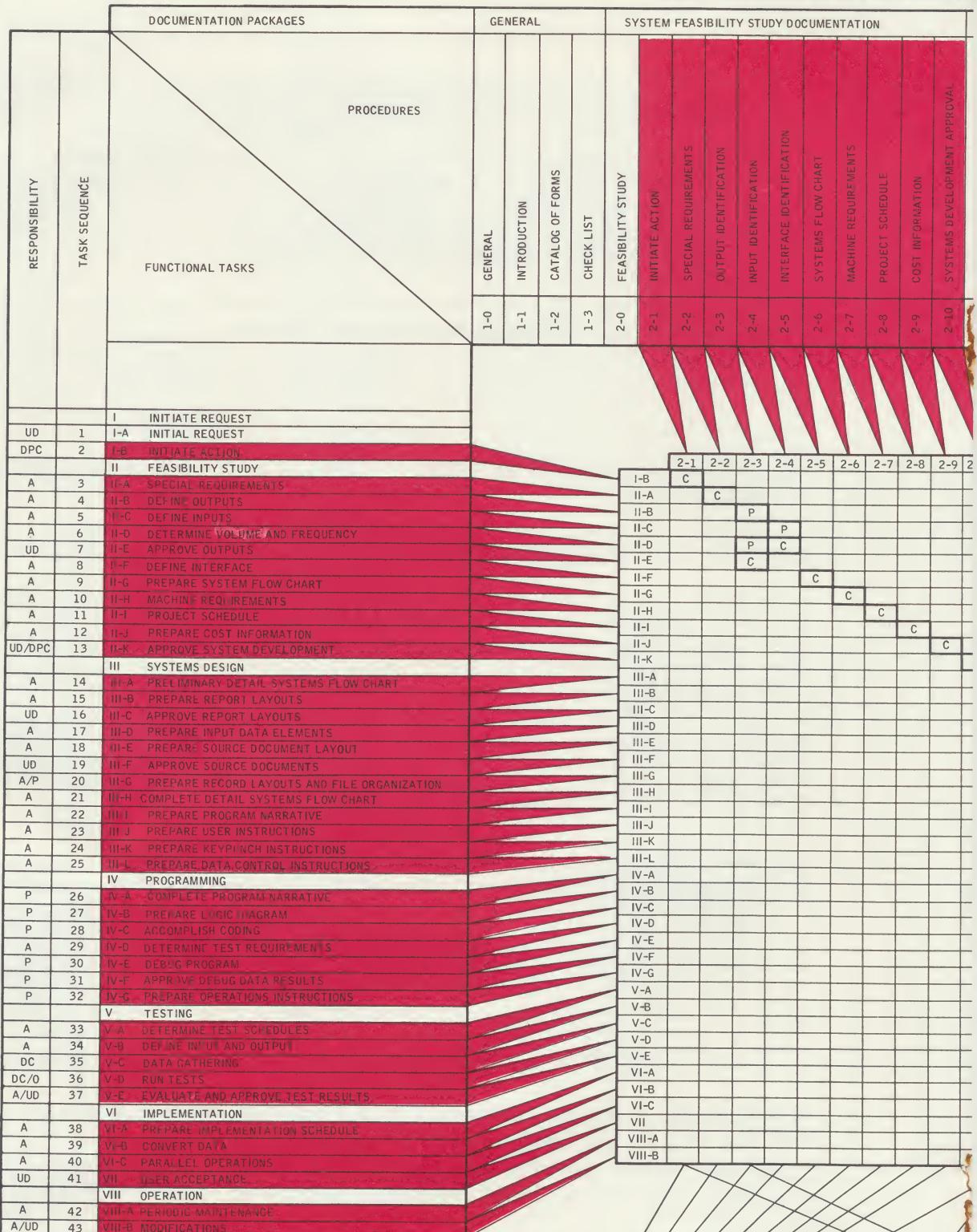
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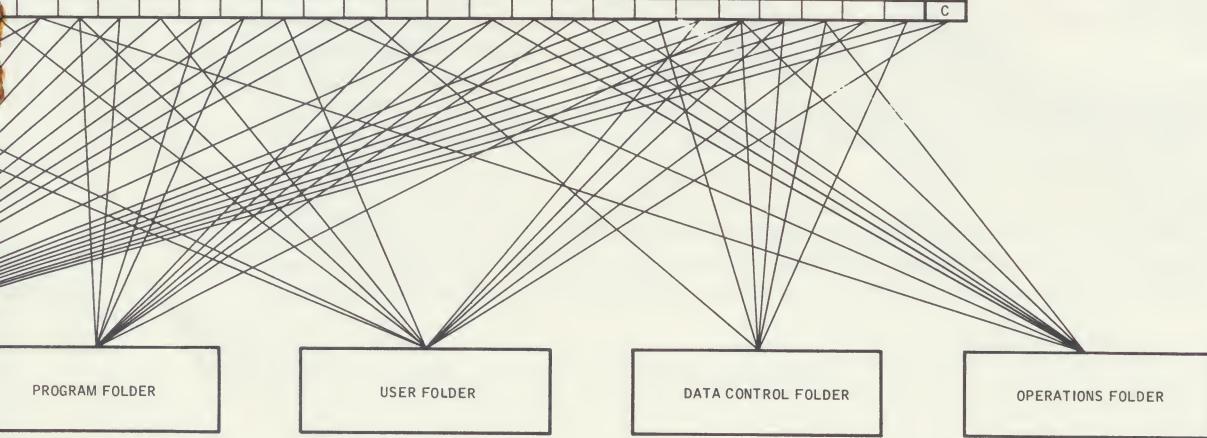
## LEGEND

- P - INDICATES THE PARTIAL COMPLETION OF FORMS
  - C - INDICATES THE COMPLETION OF FORMS
  - UD - USER DEPARTMENT
  - DPC - DATA PROCESSING COMMITTEE
  - A - ANALYSTS
  - P - PROGRAMMER
  - DC - DATA CONTROL
  - O - OPERATIONS

DATA PROCESSING FOLDER

#### SYSTEM FOLDER

## **STANDARDS MATRIX**



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## ORDER AGREEMENT

Buyer agrees to purchase from COMPUTER PROGRAMS CO., the Documentation Standards Package (DOC-PAC) consisting of the following:

- 1) Documentation Standards and Procedures Manual, and
- 2) A complete set of DOC-PAC standard master forms  
customized to incorporate buyer identification.

Upon and for the following purchase price, terms, and conditions:

### Purchase Price

The Purchase Price will be One Hundred Seventy Five (\$175.00) Dollars per Documentation Standards Package payable in advance or upon delivery.

### Terms and Conditions

Buyer is purchasing a non-exclusive license to use DOC-PAC for its own purpose and not for resale directly or indirectly, and it will not resell said products in whole or in part.

Buyer will exert its best efforts to prevent it or its employees from revealing or redistributing DOC-PAC in whole or in part outside of the buyer's organization.

The seller will not be liable in whole or in part for any damages including consequential damages that result from the misuse of DOC-PAC. In those cases where it appears to the seller that the package as supplied is defective, the seller's obligation there under is limited to the replacement of the supplied package so that the product conforms with the appropriate standard.

The foregoing warranties are in lieu of all other warranties expressed or implied, and of all obligations or liabilities on the part of the seller for damages, arising out of or in connection with the use of or performance of DOC-PAC.

This agreement shall be governed by and construed according to the laws of the state of Delaware

This agreement constitutes the entire agreement between the buyer and the seller and may not be modified or terminated except through mutual agreement signed by both parties.

All sales are final and no order may be cancelled after the package has been shipped by the seller.

### BUYER

Signature \_\_\_\_\_

Name & Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

### SELLER

Signature \_\_\_\_\_

Name & Title \_\_\_\_\_

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